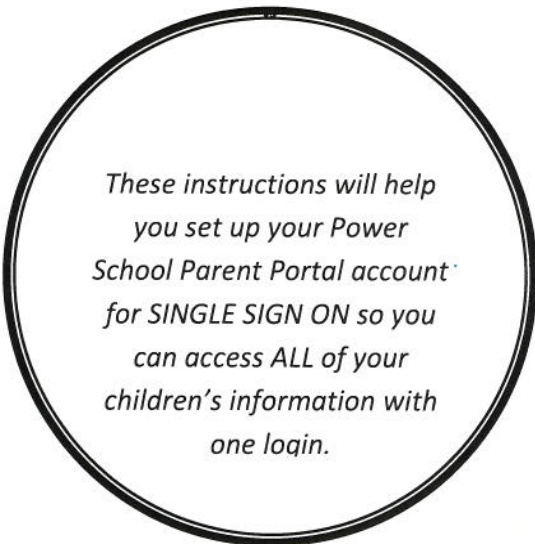


# Parent Portal Single Sign-On Instructions

Browse to <https://ps.lspis.misd.net/public>

1. Click on create account

The screenshot shows the 'Login' section with fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. Below is the 'Create an Account' section with a 'Create Account' button. At the bottom, there is a PARSON logo and contact information for the Parent Education and Support Center.



2. Enter your information in the section marked Create Parent/Guardian Account

NOTE: Your password must be at least 6 characters long

The 'Create Parent/Guardian Account' form includes fields for First Name (Patie), Last Name (Bonnick), Email (pbonnick@lspis.org), Desired User Name (pbonnick), Password (masked with asterisks), and Re-enter Password. A strength indicator shows 'Strong'. The 'Link Students to Account' section has a table with columns for Student Name, Access ID, Access Password, and Relationship. The first row is filled with 'Jon Sharff', 'WFL15NN', '\*\*\*\*\*', and 'Mother, natural/adoptive'. There are 7 rows in total. An 'enter' button is at the bottom right.

Student Name	Access ID	Access Password	Relationship
1. Jon Sharff	WFL15NN	*****	Mother, natural/adoptive
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

3. In the section marked Link Students to account
  - a. Enter student's name (first last)
  - b. The Access ID is your current username
  - c. The Access Password is your current password
  - d. Choose relationship from drop down menu
  - e. Click enter
4. Once information is entered successfully, you will be able to login with your new username and password.

The confirmation message says: 'Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.' Below is the 'Login' form with 'User Name' and 'Password' fields, a 'Submit' button, and a link for 'Having trouble logging in?'.